



NOTIFICATION OF CHANGE OF NAME OR ADDRESS LICENSING ACT 2003: Section 127 (Personal Licence)

Personal Licence holders have a legal duty to notify the Licensing Authority of any change to their name or address. Failure to do so, without reasonable excuse, is an offence under Section 127(4) of the Licensing Act 2003. A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding Level 2 on the standard scale.

Please carefully read then complete all relevant parts of the form:

1: ENTER YOUR PERSONAL LICENCE NUMBER:

2: CHANGE OF NAME DETAILS:

o Please enter your OLD name (i.e. that stated on your existing Personal Licence):

Mr Mrs Miss Ms Other title

Surname:

First names:

o What is your NEW name?

Mr Mrs Miss Ms Other title

Surname:

First names:

3: CHANGE OF ADDRESS DETAILS:

o Please state your OLD address (i.e. that shown on your existing Personal Licence):

House name or number:	<input type="text"/>
Street:	<input type="text"/>
Town or Village:	<input type="text"/>
Postal Town:	<input type="text"/>
Postcode:	<input type="text"/>

o Please state your NEW address below:

House name or number:	
Street:	
Town or Village:	
Postal Town:	
Postcode:	
Contact Telephone No:	

4: DECLARATION & CHECKLIST:

(Please tick ✓ to confirm yes):

- o I have enclosed my current personal licence or enclosed a statement of the reasons of any failure to provide my licence
- o I have made or enclosed payment of the fee for the notice - £10.50 payable to 'Babergh District Council' or 'Mid Suffolk District Council' whichever Council is relevant
- o The information contained in this notice is correct to the best of my knowledge and belief
- o I understand that it is an offence, liable on conviction to a fine of up to Level 5 on the standard scale, under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this notice

Signature:	Date:	
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Please return your completed form to:

<p style="text-align: center;">Babergh & Mid Suffolk District Council Licensing Team, Endeavour House, 8 Russell Road, IPSWICH IP1 2BX (☎ Tel: 0300 123 4000 (Option 6) 📧 e-mail: licensingteam@baberghmidsuffolk.gov.uk)</p>
